

Full Cost Decision Memorandum: Student planning and charging (WF-13)

Issue:

How are students planned and managed?

Source / reference:

LaRC Full Cost Implementation Team (2003-2004)
LaRC Office of the Chief Financial Officer (OCFO)

Background:

Langley has a number of programs where students from secondary schools and universities work along side career civil servants at the Center. This type of workforce takes on many characteristics. For example, the Center has stay-in-school secondary students that work part-time year round, cooperative education students (co-ops) that are pursuing graduate and undergraduate degrees that work full-time during their work semesters and typically encompasses one or two academic semesters during the academic year. Both co-ops and stay-in-school students are considered civil servants (CS). The Center also has graduate students working on grants through their respected universities who are not CS. In a full cost environment the salaries and associated costs for all of these students must be accounted for in the financial system.

Options:

1. Co-ops and stay-in-school students could be planned in their “home” organizations as other CS are planned, however, for co-ops this is somewhat problematic in that the Center does not know where these students will be working. While stay-in-school students do not change organizations as often, their short tenure at the Center makes out-year planning very difficult.
2. Co-ops and stay-in-school students could be planned as “G&A type” employees and their salaries and related expenses spread to programs/projects using the same algorithm used for other G&A costs.

Decision:

All non-CS students should be treated as contractors for planning and budget allocation purposes. Such students include LaRRS summers students and others that are not civil service employees. If known, these students should be planned to activities they will be supporting. All co-ops and stay-in-school students are civil service employees and should be planned as “G&A type” employees.

Approved by LaRC CFO (Ken Winter) 10/17/03
